

LISTING CHECKLIST



Owner(s): _____

Legal Address: _____

Street Address: _____

Owner Mailing Address: _____

Phone - Home: _____

Phone - Cell: _____

Phone - others: _____

Email: _____

Listing Expenses Information:

Taxes @ _____ % \$ _____ for Tax Year _____

Insurance:

Flood: \$ _____

Vendor: _____

Homeowners: \$ _____

Vendor: _____

Wind & Hail: \$ _____

Vendor: _____

Electricity Monthly Average: \$ _____

Water & Sewer Monthly Avg. _____

Cable Company Monthly Fee: \$ _____

Garbage Service Monthly: \$ _____

Yard Service Monthly Avg. \$ _____

Pool Service Monthly: \$ _____

Pest Control Service Monthly: \$ _____

Other: \$ _____

POA Fee: \$ _____

Community Fee: \$ _____

Regime Fee: \$ _____

Assessments? _____ Verified _____

Property Details:

Roof: How old? _____

Heat/Air Conditioning units-how many? _____ How old? _____

Appliances-how old?

Range/oven(s): _____

Dishwasher(s): _____

Refrigerator/icemaker(s): _____

Washer: _____

Dryer: _____

Microwave: _____

Disposal(s): _____

Compactor: _____

Water Heater(s): _____

Water softener: _____

Central Vacuum: _____

Pool pump: _____

Other: _____

Last Painted outside? _____

Last painted inside? _____

Chimney last cleaned? _____

LISTING CHECKLIST

Recent upgrades:

Kitchen:

Baths:

Flooring:

Ceilings:

Windows/doors:

Wiring/fixtures:

Other:

“As-built” or Topo survey provided?

Floor plans provided?

Elevation certificate provided?